



DEPARTMENT OF PERSONNEL & ADMINISTRATION
 STATE ARCHIVES AND PUBLIC RECORDS
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

06-04

DEPARTMENT REVENUE		DIVISION Exec Directors Office		SECTION Accounting & Financial Services		PERMANENT	x
						NON-PERMANENT	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
1	Payment Vouchers	5 Years + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.			
2	Journal Vouchers	5 Years + Current					
3	Intergovernmental Transfers	3 Years + Current					
4	Long Distance Phone List	3 Years + Current					
5	Central Service/Interagency Billings	3 Years + Current					
6	Procurement Card	3 Years + Current					
7	Position Cost	3 Years + Current					
8	Cash Receipts	3 Years + Current					
9	Fixed Assets	3 Years + Current					
10	Timesheets	3 Years + Current					
11	GNL Reports	3 Years + Current					
12	GNL Reports Per. 13	3 Years + Current					
13	Grants	3 Years after Submission of final financial report.					
14	Grant Reports/ Indirect Costs	3 Years after Submission of final financial report.					
15	Cost Accounting proc/reports	3 Years + Current.					
16	Stroumbos -Personal Files	Retain until obsolete, superseded or administrative value is lost.					
17	Federal Grants	3 Years after Submission of final financial report.					

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Larry Ketelsen</i>	Date 6/14/2005	Records Liaison Officer's Signature <i>Julie Rybal</i>	Date 6-13-05
Attorney General's Signature <i>John Swithers by mnm</i>	Date 6/24/05	State Auditor's Signature <i>Sally Gynarski</i>	Date 6/17/05



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
18	GNL/Payroll Microfiche	3 Years + Current	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.	
19	EFT Reports	5 Years + Current		
20	DOR Controller pers files	Retain for useful life		
21	Gam/Lot Fin Statements	3 Years + Current		
22	Pierce Land Purchase	6 Years after expiration and then transfer to State Archives.		
23	Personnel Files (Copy)	Retain until employee leaves or until superseded + 1 Year		
24	DOR Budget Requests	5 Years + Current		
25	Fiscal Rules	Retain until no longer needed		
26	Appropriation Doc/Bills	5 Years + Current		
27	Gabenski Per Files	Retain until employee leaves or until superseded + 1 Year.		
28	Tax Recovery Costs	6 Years + Current		
29	Venegas pers files	Retain until employee leaves or until superseded + 1 Year		
30	Capital Construction	6 Years following expiration or termination.		
31	Position Cost Reports	3 Years + Current.		
32	Position cost-4511's Pots, etc.	3 Years + Current.		
33	Payroll Reports	5 Years + Current		
34	Bi- Weekly Payroll Batches	5 Years + Current		

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State Archivist's Signature <i>Larry Kitchin</i>	Date 6/14/2005	Records Liaison Officer's Signature <i>Julie Raynal</i>	Date 6-13-05
Attorney General's Signature <i>John Smithers by mmm</i>	Date 6/24/05	State Auditor's Signature <i>Sally Symanski</i>	Date 6/17/05

SA-104 (REV 1/78)



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
35	Labor Data Reports	Retain until obsolete, superseded or administrative value is lost.	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
36	Expense Distribution Reports	6 Years + Current.	
37	Monthly Payroll Batches	3 Years + Current.	
38	Bi-Weekly Payroll Batches	3 Years + Current.	
39	Expense Distribution Reports	6 Years + Current.	
40	Sick & Annual Leave Reports	3 Years + Current.	
41	Payroll Authorization	Retain until new authorization is received + 1 Year.	
42	W-2's	4 Years + Current.	
43	Payroll Reports	3 Years + Current.	
44	Competitive Bids Solicitations RFIs	6 Years following expiration or termination of resulting commitment document	
45	Purchase Orders	6 Years following expiration or termination.	
46	Sole Source Documents	6 Years following expiration or termination (although no express retention requirement set forth in Records Mgmt Manual)	
47	Protests	6 Years following expiration or termination. (kept in procurement file) Manual only requires retention for 1 year	

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State Archivist's Signature <i>Larry Ketchum</i>	Date <i>6/14/2005</i>	Records Liaison Officer's Signature <i>Julia Rybal</i>	Date <i>6-13-05</i>
Attorney General's Signature <i>John Suttlers by mmm</i>	Date <i>6/24/05</i>	State Auditor's Signature <i>Dolly Symanski</i>	Date <i>6/17/05</i>



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
48	State Auditor Recommendations	Permanent	Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.
49	CAS Financial Reports	Permanent	
50	Year End Financial Statements	Permanent	
51	Tax Accruals	Permanent	
52	COFRS TBA Reports	3 Years + Current	
53	RAS/Refund Reports	3 Years + Current	
54	FYE Work papers	3 Years + Current	
55	Collection Reports	3 Years + Current	
56	Issue Register	3 Years + Current	
57	Warrant/Cancel Register	5 Years + Current	
58	AARAP Reports/Files	5 Years + Current	
59	Special District Files	5 Years + Current	
60	Military Retirement Files	5 Years + Current	
61	Daily Deposit Control Sheets/Slips	6 Years + Current	
62	IFTA Reports	5 Years + Current	
63	Whiz Tickets	2 Years + Current	
64	DR 1551,1552,1553	Retain until obsolete, superseded or administrative value is lost	
65	Reconciliation/Stat. Reports	3 Years + Current	

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Attorney General's Signature <i>John Suthers by mhm</i>	Date <i>6/24/05</i>	State Auditor's Signature <i>Dolly Symanski</i>	Date <i>6/17/05</i>

